

How do I edit a member's details?

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Editing a Member Record

Once created, member records can be edited, as long as the organisation has set at least one field to **Editable** or **Compulsory** in the Field Configuration section.

To edit a member record:

1. Click on Members in the menu and select LIST MEMBERS

GAMEDAY G	Q Search tit!			🤀 🏚 🕐 🌲 🇱 RS
GameDay Passport Training Association	GameDay Passport Tra	aining		
Dashboard	Details	Edit Contac	ts <u>Edit</u>	
Members 🔺	12 Stack L	ane Presiden	t (Primary Contact)	Vice President
List Members	VIC, AUST +61400100	e Margaret E TRALIA, 3000 040010020 0200 (Phone) 040010020	Bell DO Dameday app	Barry Driscoll 0400100201 bello@wgameday.app
Duplicate Resolution	hello@my	<u>gameday.app</u>	<u>, , , , , , , , , , , , , , , , , , , </u>	2
Member Rollover	Add/Edit Logo	Ireasure Maliana Da	r	Secretary
Transfer Member		040010020	02	0400100203
Card Printing		<u>hello@myg</u>	<u>gameday.app</u>	<u>hello@mygameday.app</u>
Player League Stats		Show more	<u>e</u> 🗸	
Injury Reporting				
Contracts				
List Accreditations	Stats Configure			
Competitions •	Members	Players by Gender		Players by Gender
Clubs •	1.0		1.0	
	0.8		0.8	
Teams				
Communications	U.B		0.6	

2. Locate the member record that you want to edit, and click the **VIEW** (magnifying glass) icon next to the member's name.

Members in Association										ADD		
If you are see	ing 'Potential Duplicate' ir	the Active fie	ld, you may need to Showing Family Nam	resolve du le Including	plicates. Season 2023 Season	Age Group	Status Active		Member 1 All	ype	Gender All Genders	
Active	n Association	Legal Firstnar	ne	Family na	me	Date of Birth		Assigned G	ender a	Telephone Nu	umber (Mobile)	
বি 🗹		Reubenad		Adams		24/01/2010		Male				
□ 🖸		Colton		Bailey		21/02/2010		Female				
ā 🗹		Hunter		Barr		22/02/2014 F		Female				

3. The member's record will open. Click the **EDIT** button next to **Member Summary**.

Reubenad Adams					Mark as Duplicate Member Cards
	Member Summary	Edit	Contact Details	Edit	Registered
\bigotimes	Assigned Gender at Birth:	Male	Email:	bevipo@mailinator.com	Registered in Current Season: 2023 Season as
	Date of Birth:	24/01/2010			Гідуеі
	Nationality:	TUNISIA			Other Clubs GameDay Passport Training (Player)
Add Photo					Documents
					No Documents available
					Add Document

4. Enter the new information into the fields, or change any existing information, then click **UPDATE MEMBER**.

Reubenad Adams										
i If you	i If you are having trouble saving this, please check you have all elements in other pages completed. To easily do this use the "Show All" tab at the far right.									
Interests	Personal Details	Contact Details	Identification	Other Details	Show All					
ADD/ Document ADD	EDIT PHOTO S DOCUMENT	To modify, change the details in the boxes below. When you have finished, press the 'Update Member' button. Note: All boxes marked with a * must be filled in. Identification								
			Passport Nationality		AUSTRALIA					
		Birth Certificate Number		11112223334	111122233344					
Update Member										